

## 11. VACCINE MANAGEMENT PLAN – INTRODUCTION

Vaccines are fragile and expensive, and proper storage and handling practices are critical to providing effective immunizations. The CDC requires VFC providers to have a written vaccine management plan, and Sections 11–17 of this handbook serve this function. When you submit a site contract each year and accept VFC vaccine shipments, you are agreeing to abide by the vaccine management practices outlined in this plan. **VFC providers may be held accountable for VFC vaccine wasted due to failure to follow their vaccine management plan.**

### *Customizing this Plan for Your Facility*

Designating a vaccine manager (and alternate) and developing an emergency plan are two critical components to vaccine management. **You are required to customize this plan for your facility by documenting this information in Section 12.**

#### **To customize this plan for your facility:**

- Fill-in Section 12 starting on page 41. You can hand-write the information or use a computer editable version of Section 12 found on our website ([www.immunization.mt.gov](http://www.immunization.mt.gov)).
- Review the entire *Vaccine Management Plan* (Sections 11–16) with staff involved in the VFC Program.
- Document the review in the table in Section 12, page 41.
- Post a copy of Section 12 on each VFC vaccine storage unit.
- Update and re-post Section 12 as necessary so that the information is accurate.

#### **Every year:**

- Review the entire *Vaccine Management Plan* with staff. Update Section 12, if necessary.
- Document the annual review in the table on page 41.
- Re-post a copy of Section 12 on each VFC vaccine storage unit.
- Retain for three years any old versions of Section 12 that document past reviews/updates.

**We will assess compliance with these requirements during your VFC site visit.**